

| DATA ITEM DESCRIPTION | |
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| 1. TITLE PROGRAM MANAGEMENT REPORT | 2. IDENTIFICATION NUMBER DID-M002 |
| 3. DESCRIPTION/PURPOSE Report on the status of the program projects and orders. | 4. APPROVAL DATE 7/19/10 |
| | 5. RESPONSIBLE OFFICE FAA Logistics Center |
| | 6. REFERENCE |
| 7. APPLICATION/INTERRELATIONSHIP This Data Item Description (DID) provides the format and preparation instructions for the Data Product generated by the Specific and Discrete Task Requirements as delineated in the Contract. | |
| 10. PREPARATION INSTRUCTIONS | |
| <p>10.1 <u>Format.</u> The Program Management Report format shall be contractor selected. The submission shall be 8 1/2 by 11 inch paper. One way foldouts may be used for graphic material. Written documents shall be furnished in the following format:</p> <ul style="list-style-type: none"> a) Hard copy on 8.5" x 11" paper. b) Hard copy drawing inserts maximum 11" x 17". c) Soft copy MS Word and Excel. d) Drawings could be PDF files or graphic inserts into Word documents. <p>10.2 <u>Content.</u> The Program Management Report shall provide information on the status of the program and on program planning. The report shall contain at least the following information:</p> <ul style="list-style-type: none"> 1. Complete FAA Engine Generator System Project Cost Account, Attachment 1 to DID M002. 2. Accomplishments and shortfalls of performance during the reporting period; 3. Planned activities for the next reporting period; 4. Outstanding action items; 5. Status of work relating to milestones and any near term and long term schedule changes; 6. Financial status comparisons between planned and actual expenditures against the current and projected budgets; 7. Problems and issues; 8. Assessment of risks; 9. Planned implementation trends; and 10. Special interest and action items. | |